



# COUNTY OF SAN LUIS OBISPO DEPARTMENT OF GENERAL SERVICES

COUNTY GOVERNMENT CENTER • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5200

DUANE P LEIB, DIRECTOR

## **REQUEST FOR PROPOSAL PS- #945 CONSTRUCTION MANAGEMENT SERVICES FOR SHERIFF COUNTY OPERATIONAL CENTER EXPAND WOMEN'S JAIL**

February 13, 2007

The County of San Luis Obispo is currently soliciting proposals for professional services for Construction Management Services for Sheriff County Operational Center Expand Women's Jail.

Each proposal shall specify each and every item as set forth in the attached specifications. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception, may be grounds for rejection. The County of San Luis Obispo reserves the right to reject all proposals and to waive any informalities.

If your firm is interested and qualified, please submit eight [8] copies of your proposal by 5:00 p.m. on March 14, 2007 to:

County of San Luis Obispo  
Jack Markey, Central Services  
1087 Santa Rosa Street  
San Luis Obispo, CA 93408

If you have any questions about the proposal process, please contact me. For technical questions and information contact Mark Moore, Capital Projects Coordinator at (805) 781-5213.

JACK MARKEY  
Supervising Buyer - Central Services Division  
jmarkey@co.slo.ca.us

**CONSTRUCTION MANAGEMENT SERVICES FOR  
SHERIFF – COUNTY OPERATIONS CENTER –  
EXPAND WOMEN'S JAIL, 300034  
COUNTY OF SAN LUIS OBISPO**

**1. INTRODUCTION**

The Department of General Services, representing the Board of Supervisors of the County of San Luis Obispo, is seeking qualified providers of Construction Management Services for design development through construction phases of a Women's Jail Expansion located on a County Jail located at 1585 Kansas Avenue, San Luis Obispo, CA.

This Request for Proposals intends to establish the specifications, terms and conditions governing the selection of a firm to provide Construction Management services to County of San Luis Obispo. All submittals shall be in the form and format as specified in this RFP section entitled "Proposal Format and Content".

**2. PROJECT DESCRIPTION**

The proposed project is located at 1585 Kansas Avenue, San Luis Obispo at the County Operational Center. The project consists of an expansion to the existing Main Jail facility at the west end of the property incorporating an additional total 31,000 square feet, (approximately 15,500 square feet on two levels) configured in a double square formation. The addition will include 96 general population cells and 6 Segregation/Safety Medical cells along with Support and Outdoor Recreation areas. The new facility capacity is anticipated at 108 inmates. The project will also include renovation of the existing intake/release area including renovation of 2,133 square feet of the existing building and an additional 4,000 square feet of new construction including area for video visiting. The site for the new facility will involve approximately 2 acres.

**3. SUMMARY OF SCOPE OF WORK**

Vanir Construction Management, Inc. has provided limited Construction Management (CM) services to the County for Architectural/Engineering (A/E) selection through the schematic design phase of this project. Board policy requires the County to issue a RFP for the remainder of CM services necessary to complete this project.

The services of the construction management firm will be required from the design development phase through completion of construction. The County expects the project management team to be an extension of the County staff, protecting the County's interests while keeping the project on schedule and on budget.

The scope of work for the Construction Management firm on this project is as follows:

**A.    Design Development and Construction Document Phases.**

Services under these phases may include:

1.    Review and become familiar with technical studies and evaluations including, the Pre-Design Report prepared by the Architectural firm, DMJM H+N, and, programming studies prepared by Jay Farbstein & Associates, site survey and reviews of existing underground utilities and Schematic Design Documents prepared by DMJM H+N, and approved by the County.
2.    Assist the County in management of design development, construction documents and specifications showing the character, extent and phasing of the project based on the approved Schematic Design documents.
3.    Independently prepare an accurate total construction cost estimate at Design Development and Construction Document phases.
4.    Perform constructability reviews during the Design phases.
5.    Assist in the preparation and coordination of all required agency and/or community reviews and approvals.
6.    Assist in the preparation and coordination of documents relative to an Environmental Determination.
7.    Attend bi-weekly design phase meetings to be chaired by the A/E firm.
8.    With the assistance of County and Sheriff staff, prepare a construction staging and phasing program that addresses the appropriate areas for construction staging, time of construction and coordination of access to and around the site.
9.    See County of San Luis Obispo's Responsibility Matrix for additional CM responsibilities. (Exhibit A)

**B. Bidding Phase**

1. Assist the County in marketing the construction project and advertising for bidders. Attend pre-bid conferences.
2. Assist the County in issuing addenda as appropriate to interpret, clarify, expand or amend the bidding documents.
3. Assist the County in evaluating proposals by bidders to substitute materials and equipment prior to the bid date.
4. Assist the County in evaluating bids, bid protests and with the recommendation to the Board of Supervisors for Award of Bid.
5. Assist the County in preparation of the Notice to Proceed

**C. Construction Phase**

1. Set up and manage project web site
2. Coordinate compliance with design concepts, shop and erection drawings submitted by the contractors.
3. Coordinate laboratory, shop and mill test reports on materials and equipment and distribute.
4. Provide full-time on-site construction management to observe and report on the progress of the executed work.
5. Coordinate the work of the Resident Inspector to assist in insuring that the work is accomplished in conformance with the Contract Documents, schedules and costs.
6. Coordinate RFI's between A/E, owner and contractors.
7. Assist the County in determining amounts of progress payments due, based upon percentage of completion of the work and recommendation of issuance of payments by the County.
8. Set up and maintain project files on site.
9. Oversee project closeout including punch lists and corrections, final inspections, record drawings, collection of Operation and Maintenance manuals and guarantees.
10. See County of San Luis Obispo's Responsibility Matrix for additional CM responsibilities. (Exhibit A)

11. Consultants approach to claims avoidance and claims management.

A qualified construction management team will be able to provide the services listed above and identify any further services necessary to ensure a timely and cost-effective construction of the project. It should also be noted that firms that provide construction services will not be permitted to bid for the construction of the project if selected as the Construction Manager by the County.

#### 4. **REQUIRED PROPOSAL FORMAT AND CONTENT**

A qualifying application must address all the following points, in the following order:

##### **A. Understanding of and Approach to the Project**

1. Provide a summary of your approach to the project. Discuss activities during each phase of the design and construction process.
2. Provide an outline of in-house procedures to coordinate the work of project team members. The outline should describe: your system of project delivery, planning and execution. Include specific references to preconstruction and construction activities, including claims management.
3. Describe your approach to technical reviews, value engineering, constructability review, development of alternatives, inspections, field engineering and industry surveys.
4. Provide a description of the organizational structure and staffing to be used for the project, including an organizational chart. Identify the specific individual(s) that the County will interface with on the various facets of the project.

##### **B. List of Similar Completed Projects**

Provide a list and description of secure facilities projects completed (constructed) within the last seven (7) years of similar scope and complexity in which your firm was an active participant as the Construction Manager.

##### **C. A Listing and Resumes of Individuals**

Provide the resume of the individuals to be assigned to the project, their specific assignment and the plan for their replacement.

**D. Experiences in Controlling Project Cost and Design and Construction Schedules**

1. Provide a statement of the firm's philosophy with respect to cost, budget control, and schedule management during the design and construction phases of the project, demonstrating experience and ability to manage a project within a given budget and time schedule.
2. Provide a list and description of secure facility projects completed (constructed) within the last seven (7) years indicating:
  - a. The date the design contract was awarded.
  - b. Construction budget established at the program level.
  - c. Construction budget at the bid date
  - d. Bid opening date and low bid amount spread sheet for each project
  - e. If re-bidding was necessary.
  - f. Awarded amount.
  - g. Construction start and completion dates.
  - h. Name, address and telephone number of:
    - i. Owner representative who was directly involved during the construction phase.
    - ii. Architect/Engineer of Record
    - iii. Superintendent and Contracting firm that performed the work.
  - i. List and amount of pending and/or resolved claims, if any, associated with the above projects.

**E. Corporate Documentation and Financial Information**

Provide relevant information regarding organizational stability and strength, including the following:

1. A description or statement of the organization (e.g., sole proprietorship, partnership, corporation, joint venture, etc.)

2. If a corporation, a listing of the members of the Board of Directors
3. A listing of financial references and statement of financial stability.

**F. Controls and Reporting**

1. Describe previously utilized systems of project controls. Provide a copy of a representative sample of an integrated cost/change/schedule control system.
2. Describe methods and procedures for developing and publishing project reports and records. Under separate cover, provide a copy of a representative sample project report.

**G. Statement of Overriding Qualifications**

Provide a definitive statement of qualifications and strengths the firm believes will single out their firm as the best firm to accomplish this project.

**H. List of References**

In addition to references required under "Experiences in Controlling Project Cost/Design Schedule", provide client references from recent related projects (within the last five years), including name, address and phone numbers of Chief of Maintenance, Superintendent, etc.

**Submittals which do not include all of the elements as specified, or which deviate from the proposed format and content as specified, *may* be deemed non-responsive by the evaluation committee and eliminated from further consideration.**

**5. SITE VISIT**

A pre-proposal meeting will be held at **10:00 am on Thursday, March 1, 2007** at the Sheriff's Main Jail, 1585 Kansas Avenue, San Luis Obispo. A tour of the site and facility will be conducted followed by a question & answer period. Interested firms are strongly urged to attend prior to submitting responses to this RFP.

**6. BASIS OF AWARD**

The award of the contract will be based on criteria and guidelines established by the County. The award will be made after a careful evaluation by the selection committee and will be based on demonstrated competence as well as what is in the best interests of the County as determined by the committee.

The successful firm must demonstrate and document successful experience within seven (7) years prior to the date of this RFP on secure facilities both new and renovations with construction budgets over \$10 million.

The proposing firm should be capable of providing project management services with special emphasis on cost, schedule and document control and management of information.

It is the County's desire to employ individuals from a qualified firm that exhibit pro-active leadership and good planning and management practices. Of particular importance is the ability of the successful firm to provide staff that are self-motivated and can quickly learn the County process and to manage projects with minimal County oversight.

By Board of Supervisors' policy, local professionals who maintain fully staffed offices in the County shall be given preference if quality, service and all other relevant factors are equal.

## **7. SERVICES PROVIDED BY COUNTY**

The County shall secure by separate Consultant contract, the professional services of the following specialty consultants:

- A.** Industrial Hygienist who will survey the existing structures for asbestos containing material, lead-based paint and other hazardous materials, propose a remediation plan and certify removal clearance.
- B.** A Building Steering Committee consisting of members from the Administrative Office, General Services Department and members of the Sheriff's Department will guide the Owner's interests and carry forward recommended project scoping and details to the Consultant.

## **8. INDEMNIFICATION**

Except as otherwise provided below, the consultant shall defend, indemnify and save harmless the County, its officers and employees, from any and all claims, demands, damages, costs, expenses, judgments, attorney fees or any liability arising out of this contract or attempted performance of the provisions hereof predicated upon theories set forth below:

The theories referred to above are theories based on any of the following committed by the consultant, or its agents employees, or other independent consultants directly responsible to the consultant:

- A.** Violation of statute, ordinance, or regulation.
- B.** Professional malpractice.



- C. Willful, intentional or other wrongful acts, or failures to act.
- D. Negligence or recklessness.
- E. Specifying defective or dangerous products.
- F. Completed operations.
- G. Premises liability.
- H. Violation of civil rights.
- I. Violation of any federal or state statute, regulation or ruling resulting in a determination by the internal Revenue Service, California Franchise Tax Board, or any other California public entity responsible for collecting payroll taxes, that the Consultant is not an independent contractor.

Nothing contained in the foregoing indemnity provision shall be construed to require indemnification for claims resulting from the sole or active negligence or willful misconduct of the County, provided however, this exceptions shall not apply to claims, demands, damages, costs, expenses, judgments, or attorney fees arising from any design defects.

Nothing contained in the foregoing indemnity provisions shall be construed to require consultant to indemnify County, against any responsibility or liability in contravention of Civil Code

## **9. INSURANCE**

The selected consultant will be required to provide proof of general commercial liability insurance coverage in the amount of \$1,000,000 and professional liability insurance in the amount of \$2,000,000.

## **10. ADDENDA**

Any addenda to this Request for Proposals will be mailed or sent by facsimile to all potential firms who have been issued a copy of the RFP. Questions asked and not answered during the site tour will be recorded and responses mailed to all interested providers.

## **11. CONSULTANT SELECTION PROCEDURE**

- A. A Selection Committee will be formed in accordance with the policies of the San Luis Obispo County Board of Supervisors. The Selection Committee will consist of representatives from General Services Department, County Administrative Office, Sheriff's Department, and may include an architect, planner designer or other professional from the private sector.

- B. The Selection Committee will review the proposals of all firms responding to the RFP based on the established evaluation criteria.

## 12. SCHEDULE

The following is a schedule of events that the project is expected to follow. These dates are considered flexible at this time.

- A. March 14, 2007 Proposals due to General Services
- B. March 9, 2007 Selection Committee convenes if necessary

## 13. FEES

- A. Compensation for Basic Services shall be based upon the lump sum amounts for each Phase contemplated under the Scope of Services.
- B. The fee for the Scope of Services shall be paid in proportion to the following fee distribution:

**DESIGN DEVELOPMENT**  
**CONSTRUCTION DOCUMENTS**  
**BIDDING SUPPORT**  
**CONSTRUCTION SUPPORT**  
**FURNITURE, FIXTURES & EQUIPMENT**

- C. Provide a listing of costs for other expenses such as mileage, per diem, weekend and holiday work.
- D. Submit an itemized fee schedule as the basis for extra services
- E. The Consultant shall comply with Labor Code Section 1720, as amended in 1999, which requires employees engaged in certain specific work classifications be paid the prevailing wage rate found by the State of California Director of Industrial Relations.

**14. RFP SUBMITTAL AND SELECTION**

- A. Request of Proposals, consisting of eight (8) copies must be received by mail, recognized carrier, or hand delivery not later than **5:00 pm Wednesday, March 14, 2007.**

**Late submittals will not be considered.**

- B. Costs of preparation of RFP will be borne by the proposer.
- C. Selection of qualified firms will follow an approved County procedure for awarding professional contracts.
- D. This request does not constitute an offer of employment or a contract for services.
- E. The County reserves the option to reject any or all proposals, wholly or in part, received in response to this request.
- F. The County reserves the option to retain all proposals, whether selected or rejected; or costs for returning proposals will be the responsibility of the construction management firm.
- G. The County reserves the right to award the contract to the firm which presents the proposal, which, in the judgment of the County, best accomplishes the desired results.
- H. All proposals shall remain firm for One Hundred Eighty (180) days following closing date for receipt of proposals. After One Hundred Eighty days, the County will enter into negotiations to determine additional time related costs.
- I. The method of selecting a consultant shall include procedures that assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at a fair and reasonable price to the County.
- J. If the County decides to interview applicants, a second tour of the project site may be arranged for those selected to be interviewed. The County encourages all Consultants responding to the Request for Proposals to attend the initial site visit; due to budget constraints the County will be unable to provide individual guided tours.
- K. The proceedings of the Selection Committee are confidential. Members of the Selection Committee are not to be contacted by the proposers. All communication between proposer and the County shall be through the individuals identified in the RFP.

**15. CONTACT PERSON**

Mark A. Moore, Capital Projects Coordinator  
Department of General Services  
County of San Luis Obispo  
1087 Santa Rosa Street  
San Luis Obispo CA 93408  
805.781.5213  
805.781.5215 fax  
mamoore@co.slo.ca.us

If the above person is not able to immediately answer questions, an answer will be found and communicated to interested proposers (if appropriate), or the person asking the questions will be directed to the proper person to answer the question.

Interested firms shall not contact other County staff with questions or suggestions regarding this Request for Proposals.

**Exhibit "A"**  
**County of San Luis Obispo**  
**Responsibility Chart**

**WOMEN'S JAIL EXPANSION**

<b>RESPONSIBILITY CHART</b>	<b>County</b>	<b>ARCH.</b>	<b>PM/CM</b>
<b>Project Information</b>			
■ Introduce key team members and define roles and responsibilities of each relative to the project.	1	2	2
■ Identify and review pertinent information and/or documentation necessary from the County for the completion of the project.	1	1	2
■ Review and explain the overall project goals, general approach, tasks, work plan and procedures, and deliverable products of the project.	1	2	1
■ Develop a detailed task analysis and work plan to ensure all project related information is received and activities can be completed	2	1	1
■ Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.	2	1	1
<b>Typical Tasks for all Design Phases</b>			
■ Provide unified management for the Owner of design processes for A/E and other consulting services, such as surveys, EIRs, and geotechnical	2	2	1
■ Manage project costs within the established project budget.	1	1	1
■ Monitor and comment on project design costs.	1	1	1
■ Ensure development of furniture and equipment budgets and incorporate into project budget, if appropriate.	1	1	1
■ Conduct design and consultant coordination meetings.	2	1	2
■ Coordinate and implement the requirements of regulatory agencies.	2	1	2
■ Conduct and take meeting minutes of design and consultant coordination meetings.	2	1	2
■ Track all design/coordination comments generated in coordination meetings.	2	1	2

**LEGEND**

1 = Primary Responsibility      3 = Review/Information Only  
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Screened text are completed tasks

**Exhibit "A"**  
**County of San Luis Obispo**  
**Responsibility Chart**

**WOMEN'S JAIL EXPANSION**

<b>RESPONSIBILITY CHART</b>	<b>County</b>	<b>ARCH.</b>	<b>PM/CM</b>
<b>Pre-Design and Programming</b>			
■ Complete County's Design Checklist.	3	1	2
■ Assemble all Project Information, including Title/Boudary Search, Soil Report, Topographic Survey, As-builts, Verification of (E) conditions - Site investigations & Field Exploration, EIR, County Standards, Client/Tenant Org. Charts.	1	3	2
■ Coordinate with DGS Real Estate div. Regarding adjacent property Owner(s).	1	3	3
■ Develop Cost Models (Cost/sf) for new buildings.	2	1	1
■ Conduct Architectural Program meeting with County selected stakeholder committee.	1	1	2
■ Finalize Architectural Program (Net and Gross)	2	1	2
■ Define and Develop Total Project Budget (hard and soft costs)	2	1	1
■ Establish requirements by regulatory agencies.	2	1	2
■ Develop Master Site Plan.	2	1	2
■ Review proposed plans and confer with the County.	2	1	2
■ Present and review with the County the summary and detail of Program and Master Plan Work.	2	1	2
■ Issue Notice to Proceed to A/E for beginning of Schematic Phase	1	2	1
<b>Schematic Design</b>			
■ Review Schematic Design submittal for compliance with:			
☞ a) Scope and program compliance	2	1	1
☞ b) Budget	2	1	1
☞ c) Schedule	2	1	1
☞ d) Value engineering / Constructability	2	1	1
☞ e) Code and regulatory compliance	2	1	2
☞ f) A/E-Owner contract requirments	2	1	1
■ Verify design documents are compatible with the project budget.	2	1	1
■ Submit Schematic Design package including alternatives and cost estimate.	2	1	2
■ Coordinate presentation of Schematic Design package with County for Board.	2	1	1
■ Prepare recommendation to Owner for fast tracking or phasing of construction of project facilities by separate contracts, if appropriate.	2	2	1
■ Prepare Construction Cost estimate.	2	1	1
■ Issue a Notice to Proceed to A/E for beginning of Design Development Phase.	1	2	1

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**County of San Luis Obispo**  
**Responsibility Chart**

**WOMEN'S JAIL EXPANSION**

<b>RESPONSIBILITY CHART</b>	<b>County</b>	<b>ARCH.</b>	<b>PM/CM</b>
<b>Design Development</b>			
■ County to provide General Conditions, Specifications and Supplementary Conditions.	2	2	1
■ Prepare construction cost estimates separating building cost from site, utilities and demolition.	2	1	1
■ Review Design Development Submittal for compliance with:			
☞ a) Scope and program compliance.	2	1	1
☞ b) Budget	2	1	1
☞ c) Schedule	2	1	1
☞ d) Value engineering / Constructability	2	1	1
☞ e) Code and regulatory compliance	2	1	2
☞ f) A/E - Owner contract requirements	2	1	1
■ Submit to County Design Development Package	2	1	2
■ Submit a statement indicating changes made to the program from Schematic Design and cost impact.	2	1	2
■ Conduct Value Engineering Study.	2	1	1
■ Issue a Notice to Proceed and directions to A/E for beginning of Construction Document Phase.	1	2	1
<b>Construction Documents (50% CD)</b>			
■ Review 50% submittal for compliance with:			
☞ a) Scope and program compliance	2	1	1
☞ b) Budget	2	1	1
☞ c) Schedule	2	1	1
☞ d) Value engineering / Constructability	2	1	1
☞ e) Code and regulatory compliance	2	1	2
☞ f) A/E - Owner contract requirements	2	1	1
■ Submit 50% CD package to County.	2	1	2
■ Submit a statement indicating changes made to the program from Design Development and the cost impact.	2	1	2
■ Issue a Notice to Proceed and directions to A/E for beginning Construction Document Substantial Completion Phase.	1	2	1
<b>Construction Documents (Substantial Completion)</b>			
■ Review CD Substantial Completion submittal for compliance with:			
☞ a) Scope and program compliance	2	1	1
☞ b) Budget	2	1	1
☞ c) Schedule	2	1	1
☞ d) Value engineering / Constructability	2	1	1
☞ e) Code and regulatory compliance	2	1	2
☞ f) A/E - Owner contract requirements	2	1	1

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**Exhibit "A"**  
**County of San Luis Obispo**  
**Responsibility Chart**

**WOMEN'S JAIL EXPANSION**

<b>RESPONSIBILITY CHART</b>	<b>County</b>	<b>ARCH.</b>	<b>PM/CM</b>
■ Submit CD Substantial Completion package to County.	2	1	2
■ Submit a statement indicating changes made to the program from 50% CD and the cost impacts.	2	1	2
■ Issue a Notice to Proceed and directions to A/E for beginning of Final Construction Document Phase.	1	2	1
<b>Construction Documents (Final Completion)</b>			
■ Review Final CD submittal for compliance with:			
≈ a) Scope and program compliance	2	1	1
≈ b) Budget	2	1	1
≈ c) Schedule	2	1	1
≈ d) Value engineering / Constructability	2	1	1
≈ e) Code and regulatory compliance	2	1	2
≈ f) A/E - Owner contract requirements	2	1	1
■ Make corrections as required to reflect regulatory agencies final back-check comments.	2	1	2
■ Prepare preliminary construction schedule for inclusion in bid documents.	2	2	1
■ Prepare front-end documents.	1	2	1
■ Prepare bid and award schedule.	2	2	1
■ Payment of plan check fees, etc.	1	2	2
■ Submit to County Final CD package.	2	1	2
■ Submit a statement indicating changes made to the program from CD substantial completion and the cost impact.	2	1	2
■ Respond formally to requirements set forth by Governmental Agencies having jurisdiction over the project.	2	1	2
■ Establish type of subcontractor and contractor pre-qualification criteria to include in the project documents for bidding	1	2	1
■ Develop procedures and forms for submission of project budgets, construction estimates, addenda, schedule of values, change orders, requests for payment, final payment request, acceptance of project.	2	2	1
■ Verify that design documents are compatible with the project budget.	2	1	1
■ Prepare Construction Document Package for review by County.	2	1	2
■ Prepare construction cost estimate at completion of Final CD's, independent of A/E's.	3	2	1
■ Conduct marketing efforts with potential contractors to stimulate competitive bidding.	3	2	1

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**Exhibit "A"**  
**County of San Luis Obispo**  
**Responsibility Chart**

**WOMEN'S JAIL EXPANSION**

<b>RESPONSIBILITY CHART</b>	<b>County</b>	<b>ARCH.</b>	<b>PM/CM</b>
■ Analyze current construction market conditions and advise Owner on bidding activity.	3	2	1
■ Prepare advertisements for Invitations to Bid of bid documents for County.	1	2	2
■ Provide legal counsel review of the "front-end" bid documents specifications with insurance counsel for the amounts and types of insurance and bond coverage included therein.	1	2	2
<b>Bid Documents</b>			
■ Establish General Conditions with A/E and County.	1	2	1
■ Establish Pre-Qualification language and forms	1	2	1
■ Establish Master Construction Schedule.	2	2	1
■ Develop Liquidated Damages Plan/Values.	1	2	1
<b>Bid Preparation</b>			
■ Coordinate Alternate Bids.	2	2	1
■ Compose and Type Bid Forms.	1	3	2
■ Prepare Advertisements for Bid.	1	3	2
■ Place Advertisements for Bid.	1	N	2
■ Pre-Bid Conferences.	2	2	1
■ Answer Bidder Questions, evaluate substitution proposals.	2	1	1
■ Prepare Addenda.	2	1	2
■ Distribute Addenda.	2	2	1
■ Receive and Open Bids.	1	3	1
<b>Evaluate Bids</b>			
■ Verify Completeness of Bids.	1	3	2
■ Verify Bond Ratings Compliance.	1	3	2
■ Verify Licensure.	1	3	2
■ Check References.	1	N	2
■ Compare Bids to Master Estimate.	2	2	1
■ Recommend Award of Bid Package.	1	2	2
<b>Rebid (As Required)</b>			
■ Propose Bid Changes.	1	1	1
■ Revise Bid Documents.	3	1	2
<b>Award</b>			
■ Prepare Contracts.	1	3	2
■ Update Total Project Cost Estimate.	2	1	1
■ Verify Completeness of Contract.	1	3	2
■ Verify Insurance Compliance.	1	N	2
■ Verify Bond Rating Compliance.	1	N	2
■ Prepare & Issue Notices to Proceed.	1	N	2
■ Compile and Distribute Construction Sets.	1	2	2
■ Coordinate Pre-Construction & Printing Costs.	1	2	2

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**WOMEN'S JAIL EXPANSION**

<b>RESPONSIBILITY CHART</b>	<b>County</b>	<b>ARCH.</b>	<b>PM/CM</b>
<b>Construction</b>			
Construction Professionals			
■ Solicit Professional Services	1	2	2
■ Prepare Agreements & Forms	1	2	2
■ Distribute & Track Professional Contracts	1	3	3
Construction Administration			
■ Demolition Package Administration/Observation	3	1	1
■ Construction Administration/Observation	3	1	1
<b>Submittals</b>			
■ Review Shop Drawings	2	1	2
■ Review & Approve Construction Schedules	2	2	1
■ Review & Approve Submittals	2	1	2
■ Evaluate "Equals"	1	1	2
<b>Job Site Meetings</b>			
■ Schedule & Conduct Meetings	2	2	1
■ Document Meetings	3	3	1
<b>Schedules</b>			
■ Prepare Color Board and Schedules	2	1	2
■ Distribute Color Board and Schedules	N	N	1
■ Prepare Keying Schedule	1	N	2
■ Distribute Keying Schedule	1	N	2
<b>Reports</b>			
■ Daily Reports	3	3	1
■ Project Progress Reports	3	1	1
<b>Requests for Information</b>			
■ Initial Review	N	N	1
■ Final Review	2	1	2
■ Issue Scope of Work Clarifications	3	1	2
■ Issue Document Clarifications	3	1	2
■ Issue Procedural Clarifications	3	2	1
■ Respond to Requests for Certified Payroll	1	N	1
<b>Change Orders</b>			
■ Issue Cost Request Bulletins (CRB)	2	2	1
■ Prepare Change Orders	2	2	1
■ Obtain Signatures for Change Orders	2	2	1
■ Distribute & Track Change Orders	2	2	1
■ Evaluate Delay & Rain Days	2	2	1
<b>Payment Requests</b>			
■ Schedule & Track Pay Requests	2	N	1
■ Verify % of Completion	2	2	1
■ Sign Pay Applications	1	1	1
■ Track Actual & Estimated Construction Cost	2	2	1
■ Track Stop Notices & Releases	1	3	2

**LEGEND**

1 = Primary Responsibility      3 = Review/Information Only  
2 = Supporting Responsibility      N = No Responsibility  
Screened text are completed tasks

**Exhibit "A"**  
**County of San Luis Obispo**  
**Responsibility Chart**

**WOMEN'S JAIL EXPANSION**

<b>RESPONSIBILITY CHART</b>	<b>County</b>	<b>ARCH.</b>	<b>PM/CM</b>
<b>Project Close-Out</b>			
■ Develop & Document Arch. Punch Lists	2	1	2
■ Distribute & Track All Punch Lists	2	2	1
■ Supervise Equipment Start-up	2	2	1
■ Supervise Owner Training for Equipment	2	2	1
■ Final Record Documents (as-builts)	3	1	3
■ Gather & Catalog Manuals & Operational Data	2	2	1
■ Coordinate Delivery of Keys, etc.	1	N	1
■ Prepare Notices of Completion	1	2	1
■ Distribute Notices of Completion	1	2	2
■ Record Notices of Completion	1	N	N
■ Gather Final Paperwork	2	1	1
<b>Post Occupancy</b>			
■ Final Payments			
■ Determine Withholdings	1	2	1
■ Coordinate Clearance of Stop Notices	1	N	1
<b>Warranty Work</b>			
■ Coordinate Response to Problems	1	2	2
■ Ninth Month Project Walk	1	1	1

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